



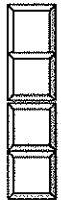
PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-2313 • Fax (301) 600-2309

Non-Residential Building Permit Application Information

*Tenant Fit-Out • Existing Tenant-Change to Space • New Tenant-Change of Use
New Tenant-First Tenant in Vanilla Box Space*

Submittal Requirements



1. Notarized letter of permission from the property owner, if occupancy is not for owner.
2. Completed Building Permit Application for Non-Residential Tenant Occupancy.
3. Print out of Maryland Assessments Real Property Data www.dat.state.md.us for property.
4. Three (3) copies of complete construction plans, signed and sealed by a Maryland Registered Architect/Engineer. Include a sketch that shows the building layout with the location of the tenant space indicated, as well as occupancy of all surrounding tenant spaces



5. When property is within an incorporated town, paperwork from the town is required before the Building Permit Application can be submitted. Contact the town for details.



6. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

STEP ONE – APPLY FOR PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

STEP TWO – OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by several agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

Plan Review Timeframes:

- Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, for very minor construction the application may be processed as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- When an application is not eligible for walk-through processing, the review timeframe of the application by Plan Review and the Office of Life Safety is two weeks for their initial review comments for this type of application.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

Permit Issuance:

- Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- Conventional Permits. When all reviews have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

STEP THREE – OBTAIN INSPECTION APPROVALS

Inspections: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

Certificate of Occupancy: The end result of the permitting process is the issuance of the Certificate of Occupancy, which is required for the tenant to legally occupy the tenant space. To obtain the Certificate, request and receive all necessary inspection approvals described in your packet.

Related Information:

- **Food Service.** When food service is involved, contact Environmental Health Services Food Control Office at 301-600-2542 for additional requirements and inspections to be obtained. Visit their webpage at: <http://www.FrederickCountyMD.gov/index.asp?NID=75>.
 - **Business License.** The Clerk of the Circuit Court issues business licenses. For information, visit their webpage at: <http://www.courts.state.md.us/frederick.html> or phone 301-600-1976.
 - **Liquor License.** The Liquor Board issues liquor licenses. For information visit their webpage: <http://www.FrederickCountyMD.gov/index.asp?NID=1291> or phone 301-600-2984.
-

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
DEPARTMENT OF PERMITS AND INSPECTIONS
30 NORTH MARKET STREET
FREDERICK, MARYLAND 21701
301-600-2313 INFORMATION



ATTACHMENT (A) - NONRES-TENANT

A/P #
Process
Date:
Application Reviewed By (initials):

Building Permit Application for NONRESIDENTIAL - TENANT OCCUPANCY

Please check one: <input type="checkbox"/> New Tenant/No Changes <input type="checkbox"/> Change of Owner Only <input type="checkbox"/> New Tenant/Change of Use <input type="checkbox"/> New Tenant/Tenant Fit Out <input type="checkbox"/> Existing Tenant/Change to Space	Walk-Through Permits: If this application meets the following qualifications, you may request a Walk-Through Permit Process: (1) Property is not within an incorporated town (2) Property is not served by well or septic (3) No construction is proposed, or construction is very minor with no change in use and no plumbing involved. Walk-Through Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

SECTION I: CONTACT INFORMATION

Proposed Occupant of Property, or Developer if none "Trading As" Name of Occupant (A/P Name) Current street address for above : Town: State: Zip: Daytime Telephone Number:	Contractor or Architect Contractor or Architect information should only be completed when they are applying for the permit. Please check one: <input type="checkbox"/> Contractor <input type="checkbox"/> Architect Company Name: Mailing Address for Contractor or Architect: Street Address: Town: State: Zip: Contact Person for Contractor or Architect: Contractor or Architect's Telephone Number: Contractor or Architect's Fax Number: Contractor or Architect's e-mail Address:
Permit Service Name of Permit Service when applicable: Street (mailing address) : Town: State: Zip: Contact Person for Permit Service (Applicant/Contact) Daytime Telephone Number:	

SECTION II: PROPERTY INFORMATION

Current Property Owner(s): Eight Digit Property Tax ID (account) # from Assessments Acreage or Square Footage of Property : Water Type : <input type="checkbox"/> Well <input type="checkbox"/> Community Sewer Type : <input type="checkbox"/> Septic <input type="checkbox"/> Community	Property Address of Jobsite: Town: State: Zip: Subdivision Name: Lot # Is Property Within an Incorporated Town? Yes* <input type="checkbox"/> No <input type="checkbox"/> *Town paperwork must be submitted with this application. Is this building situated along a State Road Y <input type="checkbox"/> N <input type="checkbox"/>
--	--

BUILDING PERMIT APPLICATION FOR NONRES-TENANT OCCUPANCY - PAGE 2 OF 4

<div>Type of Occupancy: _____ (I.e., retail, office, restaurant, manufacturing, etc.)</div> <div>Occupant Load: _____ Operating Hours for Occupant: _____</div> <div>Number of stories: _____ (that the Occupant leases)</div> <div>Outdoor Storage? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, describe the type of Outdoor Storage: </div> <div><div>Please List Rooms (I.e., offices, exam rm, lobby):</div><table><tr><td>Existing:</td><td>New:</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table></div> <div>Number of restrooms in leased tenant space: _____ If none, describe provisions for sanitary facilities: </div> <div>Describe Proposed Uses Not Listed As Rooms: (I.e., cellular equipment, outdoor dining area, etc.) </div>	Existing:	New:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<div>Has tenant space been previously occupied? Yes <input type="checkbox"/> No <input type="checkbox"/></div> <div>If yes, what was the previous tenant use if known? If no, please supply shell only or vanilla box permit #: </div> <div>Work Related to Tenant Occupancy: Any Plumbing Work Involved? Y <input type="checkbox"/> N <input type="checkbox"/> Any Electrical Work Involved? Y <input type="checkbox"/> N <input type="checkbox"/> Tenant Fit-Out or Existing Tenant - Change to Space: Please describe scope of work on next page. Tenant Occupany Permits with No Construction may proceed to page four.</div> <div>Cost of Construction: _____ <i>includes electrical, plumbing, labor & materials for only the construction phase that is being applied for.</i></div>
Existing:	New:																				
_____	_____																				
_____	_____																				
_____	_____																				
_____	_____																				
_____	_____																				
_____	_____																				
_____	_____																				
_____	_____																				
_____	_____																				

SIGNATURE PAGE

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

Permit Application Extension :

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. A request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Building Permits and Applications for Building Permits are non-transferrable and non-assignable.

Applicant is responsible for contacting the Health Department for Food Control Review if this application is for an establishment that is food related in any way. Contact Phone Number: 301-600-3166

***Properties served by Frederick County Water and Sewer:
Plumbing fixtures may not be added without benefit of a capacity permit from the Division of Utilities and Solid Waste Management.***

***This application is not an approval to perform any construction.
This application is not an approval for Tenant to occupy.
Permit must be issued, and all necessary inspections completed before Tenant may occupy.***

Signature of APPLICANT

Please print name

Connection with application

Fee Calculation Sheet for:

Tenant Occupancy - New Tenant/Tenant Fit-Out - All Square Footage in Space

Tenant Occupancy - New Tenant/Change of Use - All Square Footage in Space

Tenant Occupancy - Existing Tenant; Change to Space - Only Working Area Square Footage

complete this column			
		↓	
Automation Enhancement Fee	\$ 10.00		All Building Permits
Filing fee	\$ 28.00		All Building Permits
Zoning fee*	\$ 52.00	\$	All other NonResidential permits
Health Department Review fee*	\$ 50.00		All permits except within Incorporated Towns or Walk-Throughs . If Town selects Health to review permit during the Town Review, then this fee must be paid before Health can review application.
Building fee per sq ft Enter total sq ft:	\$ 0.21 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ - Minimum of \$55.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios.
OLS fee per sq ft Enter total sq ft:	\$ 0.12 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ - Minimum of \$114.00	Multiply total sq ft of all floor area, including mezzanine floor area, and covered areas such as drive-thrus or patios (same as bldg fee sf).
Total of above fees only:		\$ -	IMPORTANT: <i>Properties within Incorporated Towns - do not include fees with *</i>
Excise Tax Enter total sq ft:	\$ 0.75 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$ -	For this type of permit, for only interior construction, the only time excise tax is charged is for a new mezzanine.
Total of above fees including Excise Tax:		\$ -	Upon submittal of building permit application, either total with or without excise tax may be paid. If excise tax is not paid at time of application, it may be paid at anytime, but must be paid prior to the application progressing to the pre-issue stage.

Other agency fees may be applicable and are not included in this fee calculation sheet.

Checks are made payable to: Frederick County.

With the exception of Excise Tax, all fees listed are due at time of application submittal.

Payment of Excise Tax may be made by mail, with Building Permit Application number indicated.

Mail to: Frederick County Department of Permits and Inspections
30 North Market Street
Frederick, Maryland 21701